

# STATE OF KANSAS

## Event Details

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0004034	Sell	RFx	1
Event Round	Version		
1	3		
Event Name			
Arapahoe and Pronghorn Campgrounds			
Start Time	Finish Time		
10/20/2015 16:30:00 CDT	11/18/2015 14:00:00 CST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Department of Administration  
Procurement and Contracts  
900 SW Jackson  
Suite 451-South  
Topeka KS 66612-1286  
United States

**Contact:** David M Stueve  
**Phone:** 785.296.0408  
**Email:** david.stueve@da.ks.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Event Description

The Department of Wildlife, Parks and Tourism is seeking bids for the concrete work required by the attached documents and these Event Details.

### General Comments

- ATTC - See the attachment for additional information.

- \*\*\*\*\*

This Bid Event is a Request for Quote:

1. To receive consideration for award, one copy of the "Event Details", properly completed, must be returned to and received by Procurement and Contracts no later than the specified closing time. (Hard copy "Event Details" responses must be signed.)
2. All prices, terms, and conditions shall be shown. Prices, terms, and conditions not shown or presented after closing will not be considered in the evaluation.
3. Prompt payment discounts will not be considered in determining the low bid.
4. Bid results will not be given to individuals over the phone. Results can be obtained by attending the public bid opening. If unable to attend the public bid opening, bid tabulations can be obtained by sending an e-mail to tabsheets@da.ks.gov or in writing to Kansas Procurement and Contracts, Attn: Bid Results, 900 SW Jackson, Ste. 451, Topeka, KS 66612-1286. Please reference the Bid Event number on the request. There is no charge for individual tabsheets. Copies of individual bids may be obtained under the Kansas Open Records Act by calling (785) 296-0002, requesting an estimate of the cost to reproduce the documents, and remitting that amount to the above address. Upon receipt of the funds, the documents will be sent.
5. Faxed bid responses are not acceptable for bids in excess of \$25,000. FAX: (785) 296-7240
6. Products delivered, which have deviations not listed, will be rejected and the order canceled.
7. The brand names shown are given only to assist in identifying the type and quality of product required. Bids on comparable brands are invited.
8. The specifications were written with the intent of permitting competitive bidding. Procurement and Contracts reserves the right to waive minor deviations in the specifications which inadvertently restrict bidding to a single manufacturer (or vendor) or when such deviations do not alter nor deter the Agency from accomplishing the intended use or function. However, it shall be the bidder's responsibility to advise Procurement and Contracts of any specifications, language, other requirements, or any combinations thereof, which restricts or limits bidding. Such notification must be submitted in writing and must be received by the Procurement Officer (Event Contact) no later than five (5) days prior to the bid closing. Each bid shall include descriptive literature and specifications on the product bid. However, the providing of this material shall not be considered a substitute for listing deviations.
9. Delivered FOB Destination, Prepaid and Allowed.

- \*\*\*\*\*

**MANDATORY REQUIREMENT:** If you are interested in bidding on this transaction you **MUST BE OFFICIALLY INVITED** to the event. Contact the person named above at least 24 HOURS BEFORE the official finish date and time to request the official invitation.

Due to State of Kansas SMART Strategic Sourcing System requirements, any bidder with an interest in bidding on any State of Kansas SOURCING EVENT must officially request an invitation from the Procurement Officer (Event Contact) at least 24 hours before the Bid Event official finish date and time. If you fail to request such in a timely fashion, your bid may be rejected in its entirety.

**EXCEPTION:** If you have received a Bid Event Document with your company's name in the upper right hand corner of the document, your company has already been invited to the bid event.

If you are not a registered bidder/vendor with the state of Kansas you must register as a bidder AND request official invitation at least 24 hours before the Bid Event official finish date and time. To register as a bidder visit our website: [www.admin.ks.gov/offices/procurement-and-contracts](http://www.admin.ks.gov/offices/procurement-and-contracts)

- \*\*\*\*\*

**Questions/Amendment -** No pre-proposal conference is scheduled for this Bid Event. Questions requesting clarification of the Bid Event must be submitted via email (in MS Word format) to the Procurement Officer (Event Contact) indicated above prior to 12:00 PM on November 11, 2015. Each question or clarification should reference the appropriate Bid Event section.

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Failure to notify the Procurement Officer (Event Contact) of any conflicts or ambiguities in the Bid Event may result in items being resolved in the best interest of the State. Any modification to this Bid Event as a result of written responses to questions received, shall be made in writing by amendment and dispatched to all bidders invited to this event. Only written communications are binding.

Answers to questions will be available in the form of an amendment on the Procurement and Contracts' website, [www.admin.ks.gov/offices/procurement-and-contracts](http://www.admin.ks.gov/offices/procurement-and-contracts).

It shall be the responsibility of all participating bidders to acquire any and all amendments and additional information as it is made available from the web site cited above. Vendors/Bidders not initially invited to participate in this Bid Event must notify the Procurement Officer (Event Contact) of their intent to bid at least 24 hours prior to the event's closing date/time. Bidders are required to check the website periodically for any additional information or instructions.

\*\*\*\*\*  
Bid Bond: A Bid Guaranty IS Required for this project: A bid guaranty in the amount of 5% of total amount bid shall be submitted by all bidders to ensure faithful performance with the conditions of this RFQ and/or ensuing award. A bid guaranty must be one of the following:

- (1) certified or cashier check or certificate of deposit payable to the State; or
- (2) a properly executed bond payable to the State.

A check or certificate of deposit bid guaranty shall be returned after a vendor has entered into a binding contractual relationship with the State unless the guaranty shall serve as a performance guaranty. If the successful vendor fails or refuses to enter into a written agreement, the State shall retain as liquidated damages the bid guaranty.

A check or certificate of deposit bid guaranty of an unsuccessful vendor will be returned after a contract is executed with the successful vendor.

\*\*\*\*\*  
Performance Bond: The Successful Bidder shall file with the Director of Purchases a Performance Bond in an amount equal to one hundred percent (100%) of the price bid as security for the faithful performance of this contract and as security for the payment of all persons performing labor and furnishing materials in connection with this solicitation.

The guaranty shall be returned to the Contractor upon the completion of this contract subject to total or partial forfeiture for failure to perform adequately the terms of this contract. If damages exceed the amount of the guaranty, the State may seek additional damages.

Note: A Performance Bond is not required for Projects with a total price below \$40,000.00.

Necessary bond forms will be furnished by Procurement and Contracts and can be completed by any General Insurance Agent. Bonds shall be issued by a Surety Company licensed to do business in the State of Kansas.

\*\*\*\*\*  
Public Works Bond: The Successful Bidder shall file with the Director of Purchases a Public Works Bond as required by K.S.A. 60-1111 in an amount equal to one hundred percent (100%) of contract price and shall be filed with the Clerk of the District Court in the County where the project is being constructed.

The guaranty shall be returned to the Contractor upon the completion of this contract subject to total or partial forfeiture for failure to perform adequately the terms of this contract. If damages exceed the amount of the guaranty, the State may seek additional damages.

Note: A Public Works Bond is not required for Projects with a total price below \$100,000.00.

Necessary bond forms will be furnished by Procurement and Contracts and can be completed by any General Insurance Agent. Bonds shall be issued by a Surety Company licensed to do business in the State of Kansas.

\*\*\*\*\*  
**BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE**

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation.

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Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

INSTRUCTIONS: To obtain a Current Tax Clearance Certificate, you must:

- Go to <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response.

REMINDER: You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

Information about Tax Registration can be found at the following website:  
<http://www.ksrevenue.org/busregistration.html>

Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.

\*\*\*\*\*  
Sales Tax Determination: This project has been determined by the Kansas Department of Revenue to be subject to Kansas sales tax. The cost of said Tax must be INCLUDED IN all Bid and Contract prices. Sales tax includes all applicable state, county and city sales taxes.

A general contractor or other contractor who contracts directly with the State of Kansas or one of its agencies shall pay tax as follows:

- a. Labor: No tax will be assessed since the labor is purchased directly by the State or one of its agencies.
- b. Materials: Taxes will be assessed on materials purchased for the project.

A subcontractor on this project shall pay tax as follows:

- a. Labor Taxes will be assessed because this labor is not purchased directly by the state or one of its agencies. (However, labor will not be taxed on projects calling for the original construction of a building or for repair or remodeling of a residence).
- b. Materials: Taxes will be assessed on materials purchased for the project.

Whether sales tax should be paid to the Department of Revenue by a subcontractor on the subcontractor's labor services will depend upon whether the project qualifies as the original construction of a building or facility or as the repair or remodeling of a residence. The contractor and each subcontractor will be responsible for determining whether labor services for the project qualifies for such exemption and for including the correct amount of state, county and city sales tax applicable to this project. Contractors and subcontractors must include all sales tax due on materials, which are not exempt on this project. Any questions should be addressed to the Kansas Department of Revenue, Division of Taxation, Taxpayer Assistance Center. (785) 296-0222.

A general contractor or other contractor that contracts directly with the State of Kansas shall obtain copies of the Kansas Retailers Sales Tax Registration certificates from all its subcontractors on this project and have them available at the jobsite upon request.

\*\*\*\*\*  
Insurance: The Successful Bidder shall present an affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance to Procurement and Contracts.

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\*\*\*\*\*

During the 2012 Session, the Kansas Legislature enacted a Bidder Preference Program which created three (3) bid preferences. To see if you qualify for any of the preferences, please go to the following website for more information:  
[www.admin.ks.gov/offices/procurement-and-contracts/bidder-preference-program](http://www.admin.ks.gov/offices/procurement-and-contracts/bidder-preference-program).

To claim this preference, the bid response must include the Preference Request Form and you must respond to the applicable Bidder Preference category in the question under the General Questions section on the following page(s).

\*\*\*\*\*

During the 2014 Session, the Kansas Legislature enacted the Disabled Veteran Owned Business bidder preference program. For more information or to see if you qualify, please go to the following website:  
<http://admin.ks.gov/docs/default-source/ofpm/procurement-contracts/disabled-veteran-preference-program.doc>

To claim this preference, the bid response must include a copy of the letter from Procurement and Contracts certifying your company as a Disabled Veteran Owned Business and you must respond to the applicable Disabled Veteran Owned Business category in the question under the General Questions section on the following page(s).

\*\*\*\*\*

Emailed or Fax Bids Submission will NOT be accepted for this Bid Event.

### General Questions

Question	UOM	Response
Does your organization accept the State of Kansas terms and conditions as stated?		<input type="text"/>

Required: Yes Mandatory ResponseNo

#### Response Comments

Is a current Tax Clearance Certificate included with this bid event submission (refer to Item #4, Appendix B - Terms and Conditions, Event Details document)?

Required: Yes Mandatory ResponseNo

#### Response Comments

Is a completed Immigration Reform and Control form included with this bid event submission (refer to Item #5, Appendix B - Terms and Conditions, Event Details document)?

Required: Yes Mandatory ResponseNo

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## Event Details (cont.)

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#### Response Comments

Have you included a Bid Bond/Guaranty valued at 5% of the bid amount?

Required: Yes Mandatory Response No

#### Response Comments

Please select ONE category from the following list with regard to a Bidder Preference. If selecting a Bidder Preference category, supporting documentation must accompany this bid response. (Note: #3 "State Use Purchases" category does not apply to Requests for Proposals)

- Options:
- Not claiming any Bidder Preference Category
  - Claiming the Disabled Veteran Owned Business Category
  - Claiming the State Use Purchases Bidder Preference Category
  - Claiming the Certified Business Bidder Preference Category

**Select One**

  
  
  

Required: Yes Mandatory Response: No

#### Response Comments

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### Line Details

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Batch Lot **Bid Qty:**

**Required:** Yes **Reserve Price:** No

**Min/Max Qty:** No min / No max

**Description:** Arapahoe and Pronghorn Campground Renovation

#### Question

#### UOM

#### Response

Do NOT enter pricing here. Please use the Bid Form provided as an attachment to the bid event.

**Required:** Yes **Mandatory Response:** No

#### Response Comments

# STATE OF KANSAS

## Event Details (cont.)

### PeopleSoft Strategic Sourcing

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### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# STATE OF KANSAS

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## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Batch Lot

**Description:** Arapahoe and Pronghorn Campground Renovation

### Item Specifications

<b>Manufacturer:</b>		<b>Mfg Item ID:</b>	
<b>Item Length:</b>	0	<b>Item Height:</b>	0
<b>Item Width:</b>	0	<b>Dimension UOM:</b>	
<b>Item Volume:</b>	0	<b>Volume UOM:</b>	
<b>Item Weight:</b>	0	<b>Weight UOM:</b>	
<b>Item Size:</b>		<b>Item Color:</b>	

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	
<b>Quantity:</b>	1		
<b>Due Date:</b>	11/18/2015		
<b>Freight Terms:</b>			
<b>Ship Via:</b>	Common Carrier		

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## Appendix B - Terms & Conditions

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- 1. Debarment of State Contractors.** Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for a period up to three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense the State determines to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls twenty-five (25) percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the Proposal or termination of the Agreement, as determined by the State.
- 2. Accounts Receivable Set-Off Program:** If during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the Contractor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted. K.S.A. 75-6201 et seq. allows the Director of Accounts and Reports to set off funds the State of Kansas owes Contractors against debts owed by the contractor to the State of Kansas. Payments set off in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.
- 3. Disclosure of Bid Event Content and Proprietary Information:** All bid responses become the property of the State of Kansas. The Kansas Open Records Act (K.S.A. 45-215 et seq) requires public information be placed in the public domain at the conclusion of the selection process, and be available for examination by all interested parties. More information on this subject can be found at the following website:  
<http://admin.ks.gov/offices/chief-counsel/kansas-open-records-act>.
- 4. BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE** A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s). INSTRUCTIONS: To obtain a Current Tax Clearance Certificate, you must: 1) Go to: <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate; 2) Return to the website the following working day to see if KDOR will issue the certificate; 3) If issued an official certificate, print it and attach it to your bid response; and 4) If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued. Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response. REMINDER: You will need to sign back into the KDOR website to view and print the official tax clearance certificate. Information about Tax Registration can be found at the following website:  
<http://www.ksrevenue.org/busregistration.html>. Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award. In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.
- 5. Immigration and Reform Control Act of 1986 (IRCA):** All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) form. With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state

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laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages. Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification, or like item under the contract. Bidders must submit a Certification Regarding Immigration Reform & Control form with every event response. The form can be found at the following website: <http://www.admin.ks.gov/docs/default-source/ofpm/procurement-contracts/irca.doc> (Click "Cancel" if asked to enter User name and Password).

- It is the bidder's responsibility to submit questions, acknowledge addenda and attend pre-bid conferences as indicated in this event or attachment(s). When communicating always refer to the Bid Event ID.
- Conflict of Interest:** With the submission of a response for this bidding event, you certify that you do not have any substantial conflict of interest sufficient to influence the bidding process of this event. A conflict of substantial interest is one which a reasonable person would think would compromise the opening bidding process.
- Competition:** The purpose of this Request is to seek competition. The bidder shall advise Procurement and Contracts if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by Procurement and Contracts no later than five (5) business days prior to the event closing date. The Director of Purchases reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.
- Acceptance or Rejection:** The State reserves the right to accept or reject any or all bid responses or part of a response; to waive any informalities or technicalities; clarify any ambiguities in responses; modify any criteria in this Event; and unless otherwise specified, to accept any item in a response.

Last Updated: 01/15/2014

# STATE OF KANSAS

## Event Details (cont.)

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0004034	Sell	RFx	11
Event Round	Version		
1	3		
Event Name			
Arapahoe and Pronghorn Campgrounds			
Start Time	Finish Time		
10/20/2015 16:30:00 CDT	11/18/2015 14:00:00 CST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Department of Administration  
Procurement and Contracts  
900 SW Jackson  
Suite 451-South  
Topeka KS 66612-1286  
United States

**Contact:** David M Stueve  
**Phone:** 785.296.0408  
**Email:** david.stueve@da.ks.gov